



**Substitute and Part-Time Employee  
Benefits Information  
2023-2024 School Year**

# Benefits Offered

- Self-Funded Medical and Pharmacy Plan administered by Blue Cross and Blue Shield of Texas (BCBSTX) and Prime Therapeutics
- No District contribution – cost is \$540 to \$602 per month for employee only coverage
- Direct pay only – payroll deduction not available
- Must work at least 12 hours each week to maintain eligibility (equates to at least six full workdays each month for substitutes)
- Retirement Savings Plans

# Substitute Employee Group Health Plan Eligibility

Substitutes must work at least **six full workdays each month** to maintain eligibility for CISD group medical and pharmacy coverage.

To accommodate months with fewer available workdays in the 2023-2024 school calendar, the minimum requirement for certain months has been reduced. Please refer to the following list for the minimum monthly requirement to maintain group health plan eligibility in the 2023-2024 school year.

- August 2023: five (5) full workdays
- September 2023: six (6) full workdays
- October 2023: six (6) full workdays
- November 2023: five (5) full workdays
- December 2023: three (3) full workdays
- January 2024: six (6) full workdays
- February 2024: six (6) full workdays
- March 2024: four (4) full workdays
- April 2024: six (6) full workdays
- May 2024: five (5) full workdays
- June 2024: n/a
- July 2024: n/a

Please contact the Benefits Office with any questions at [benefitsoffice@conroeisd.net](mailto:benefitsoffice@conroeisd.net) or 936-709-7808.

# Enrollment/Declination

- Enrollment/Declination must be completed within the first 31 calendar days of employment
  - Decline via paper today
  - Enroll or decline via online system after today
- Active annual enrollment period occurs each July
- **All** employees must either enroll in or decline medical coverage as a new hire **and** during annual enrollment

# Enrollment

 Our Schools ▾

 Calendars  Careers  Contact Us  CISD SSO

 Search



Parents/Students ▾

**Employees** ▾

Community ▾

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## RESOURCES FOR EMPLOYEES

- > **Benefits**
- > Human Resources
- > Payroll Information
- > New Employee Information
- > Employee Wellness Center
- > Professional Learning
- > Policies, Handbooks & Forms

## EMPLOYEE LOGINS

- > Absence Management
- > Canvas LMS
- > CISD SSO
- > **Insurance Enrollment**
- > Outlook Email
- > Quick Links
- > SafeSchools (now Vector Solutions)
- > Safety Information

## Enrollment Site

Employee ID or Social Security Number

Personal Identification Number (PIN)

By entering your user ID and Personal Identification Number, you are agreeing to the terms of the [Consent to Enroll Electronically](#).

Log in

[Forgot Pin?](#) | [Security Information](#) | [Privacy Policy](#)

If you need help enrolling or trouble logging in please call the FFenroll Support  
Help desk at 855-523-8422

**Tip:** Use your PIN to electronically sign your enrollment forms and submit your elections!

# Retirement Savings Plans

Options in addition to your mandatory TCG contribution:

- 403(b) approved vendors
- FFinvest 457
- Enrollment information in benefits guide and online
- Start, change, and stop contributions any time

# Questions?

**Email or call the CISD Benefits Office:**

- [benefitsoffice@conroeisd.net](mailto:benefitsoffice@conroeisd.net)
- 936-709-7808

**Have a great year!**